



DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

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BUPERS-00B
28 Apr 15

MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Deputy Chief of Naval Personnel

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND HARASSMENT PREVENTION
POLICY STATEMENT

1. I am committed to ensuring that the Bureau of Naval Personnel in Millington (BPM) and the Navy Personnel Command (NPC) and subordinate commands excel in everything we do, including enforcement of laws and regulations that ensure there is Equal Employment Opportunity (EEO) for military and civilian personnel and applicants for employment. BPM/NPC leaders, managers, supervisors, and non-supervisory employees are all protected from discrimination based on race, color, religion, national origin, gender, age, mental or physical disabilities, and genetic information status. We shall continue to encourage and sustain a diverse, integrated workforce free of unlawful discrimination, harassment, and fear of reprisal where every employee can reach their fullest potential in support of our BPM/NPC mission. Pride and professionalism are fostered through mutual respect and are required to continue achieving excellence in all our endeavors.

2. All leaders, managers and supervisors will demonstrate a firm commitment to this EEO Policy; including but not limited to the following: maintaining a work environment that allows employees to bring EEO concerns to leadership without fear of reprisal; maintaining compliance with EEO requirements; fostering an environment that encourages communication and dialogue to resolve disputes; ensuring fair and open competition in recruiting and selection processes; eliminating barriers to equality of opportunity for any employee to include training, career development, reasonable accommodations, incentive awards, applying consistent guidelines in discipline; and building a workforce that is innovative, inspired, confident, and empowered to attain its full potential.

3. Federal law prohibits sexual harassment, as well as harassment based on one's race, color, religion, national origin, gender, age, disability, genetic information, or because one has engaged in protected activity (i.e., opposed discrimination or participated in the EEO complaints process). Harassment is any severe or pervasive unwelcome verbal or physical contact that is objectively offensive and has the purpose or effect of unreasonably interfering with a person's work performance and/or creates an intimidating, hostile, or offensive work environment. Harassing behavior may include, but is not limited to, epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene, vulgar, or abusive language; negative stereotypes or threatening, intimidating or hostile acts; stalking; physical assault; and written or graphic material that belittles or shows hostility or

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dislike toward an individual or group that is exhibited or displayed in the workplace. Harassment is unacceptable conduct. I will not tolerate workplace harassment in any form.

4. Individuals who believe that they have been harassed should, if possible, address their concerns or objections directly with the person demonstrating the harassing behavior, and may also report the harassment to their chain of command. If the employee is not comfortable reporting the harassment through the chain, he/she can bring the concerns to the appropriate office such as EEO, the Human Resources Office, or the Inspector General (IG). All reported claims of harassment will be investigated promptly, and where allegations are substantiated, appropriate corrective action will be taken. Retaliation against any BPM/NPC military or civilian employee for reporting allegations of harassment or supporting another person's allegation of harassment is also prohibited and may result in administrative or disciplinary action.

5. Every employee has the right to use the EEO complaint process without fear of reprisal. If an employee believes he/she has been subjected to unlawful discrimination or harassment and decides to contact the EEO office, the employee must make that contact within 45 calendar days of the alleged unlawful action. Contact with management about harassment is not a substitute for initiating the EEO complaint process. I also encourage the use of the Alternative Dispute Resolution (ADR) process as an alternative method to the traditional EEO complaint process to seek resolution.

6. It is BPM/NPC policy that there will be ZERO TOLERANCE for discrimination, harassment, and/or creation of a hostile work environment. As such I expect everyone to keep BPM/NPC free of discrimination and harassment.

7. Ms. Cynthia Carpenter, Command Deputy EEO Officer, is available for assistance on any matter related to the BPM/NPC EEO Program at 901-874-2508 or by email at cynthia.carpenter@navy.mil.



DAVID F. STEINDL
Rear Admiral, U.S. Navy